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**EYES ONLY**

A G E N D A

SPECIAL MEETING

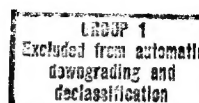
Career Service Panel  
Office of Research and Development  
22 February 1972

Room 607 - Conference Room

1. Delay of competitive evaluation of GS-12s until 3 April 1972.
2. Review of GS-12s aided by a series of 1/2 hr briefings by the GS-12.
3. Organize schedule for personnel folders distribution.
4. Consider a 3-man Sub-Panel Evaluation Committee.

**EYES ONLY**

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**EYES ONLY**

CAREER SERVICE PANEL  
Minutes of the Meeting  
22 February 1972

At 25X1A9a:

Chairman



(the meeting before adjournment)  
(left the meeting at 1015 hours)  
Secretary

A

25X1A9a

1. [REDACTED] called the meeting to order at 0955 hours.

2. The Acting Chairman stated that the AC/AP/ORD had asked for a delay on the competitive evaluation of GS-12s until 3 April 1972. [REDACTED] pointed out that if the CSP were to delay competitive evaluation on GS-12s until April, this would "slip" the competitive evaluation on GS-13s, GS-14s, and providing backup information to D/ORD on the GS-15s.

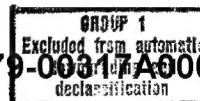
3. [REDACTED] stated he had discussed delaying the GS-12s competitive evaluation until April with the D/ORD. Mr. Chapman was not in favor of the delay, and he asked that the CSP follow the schedule as set up.

4. [REDACTED] told the CSP that Mr. Chapman was not in favor of the 1/2 hour briefings by GS-12s because he felt the reviewers would be influenced by just the 1/2 hour observation of the individual as compared to the many hours of work performed by the employee.

5. [REDACTED] informed the Panel that in order to use the ranking plan designated in memorandum to CSP members dated 17 February 1972 on Competitive Evaluation-GS-12s, he was distributing an additional matrix. This matrix would assist the reviewer in ranking the employee's job performance by introducing a weighing factor in re the

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5. (Cont'd)

evaluator's knowledge of the individuals, their performance and capabilities.

25X1A9a 6. [REDACTED] moved that if the CSP doesn't follow the procedures they discussed as a Panel relative to ranking the GS-12s, the CSP should put off that kind of evaluation until a later time and continue the present ORD method of evaluation. [REDACTED] seconded the motion.

25X1A9a 7. [REDACTED] moved to amend the motion made in Item 5 to read that the CSP review the GS-12s in the ORD standard way and use the ranking system in an experimental way using the forms supplied by [REDACTED] [REDACTED] seconded the motion. Four members voted in favor of the motion, one member opposed the action and one member abstained. Motion carried.

25X1A9a

8. The CSP then voted on the motion made by [REDACTED] in Item 6 which was as follows:

25X1A9a [REDACTED] moved that if the CSP doesn't follow the procedures they discussed as a Panel relative to ranking the GS-12s, the CSP should put off that kind of evaluation until a later time and continue the present ORD method of evaluation. [REDACTED] seconded the motion. Four members voted in favor of the motion; two members opposed the action. Motion carried.

25X1A9a

9. The requirement date as specified by [REDACTED] in memorandum dated 17 February 1972 - Competitive Evaluation - GS-12s, paragraph 5 was changed from 28 February 1972 to 2 March 1972.

10. CSP members were asked to delete (Quarterly) from the Projected Promotion Sheet under the PROJECTED PROMOTION DATE Column. Promotion actions are reviewed twice a year.

11. It was the decision of the Panel to review the GS-12s official file folder in the Support Staff office where accommodations would be provided rather than circulate to the reviewers.

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12. The Recording Secretary was asked to include on the agenda for the next CSP meeting the following item:

25X1A9a Consider a 3-man Sub-Panel  
Evaluation Committee.

13. [REDACTED] moved that the meeting adjourn.  
[REDACTED] seconded the motion. Vote unanimous. Motion carried.

25X1A9a 14. Meeting adjourned at 1045 hours.

[REDACTED]

25X1A9a

Executive Secretary  
Career Service Panel/ORD

APPROVED:

25X1A9a

[REDACTED]

Acting Chairman, CSP/ORD

EYES ONLY